

MISSION ESSENTIAL QUALIFICATIONS STANDARDS

SUPPORT

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Handbook
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Training
MISSION ESSENTIAL QUALIFICATIONS STANDARDS - SUPPORT

FOR THE COMMANDER:

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DISTRIBUTION:
Spec

Ea MEPS

Summary. This revision reflects administrative changes only.

Applicability. This handbook applies to all Support personnel in the military entrance processing station (MEPS).

Suggested improvements. The proponent agency of this handbook is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate. Users are invited to send comments and suggested improvements, on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road North Chicago, IL 60064-3094.

1. Purpose

To provide MEPS personnel the mission essential qualification standards (MEQS) needed to become a more productive member of the qualified MEPS team.

2. Prescribing regulation

USMEPCOM Reg 350-1 (Command Training Program) prescribes the use of this handbook. Users may obtain this regulation from the USMEPCOM Electronic Pubs/Forms Library.

3. Minimum performance standards

The MINIMUM performance standards needed to do a task in a specified category will qualify the individual in the assigned task. To qualify for the task, the individual is required to all answer questions and perform all tasks in the specified category.

4. Task identifier number

A task identifier number identifies the MEPS section, the category series number, and the primary task/subtask number and title. An explanation of task identifier number digits are explained below.

a. Explanation of task identifier number digits.

(1) First digit (MEPS section). The first digit shows the MEPS section which the task falls under, see example below.

First Digit = MEPS Section

1xxx	Medical
2xxx	MIRS
3xxx	Operations
4xxx	Testing
5xxx	Support

(2) Second digit (Category). The second digit identifies the category of training/testing. See sample below.

Second Digit = Category

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

(a) Basic Knowledge (1 series). This category contains the basic information the trainee is required to know. The references listed above the component paragraphs in this category will aid the trainee in self-study. See sample below.

5101 USMEPCOM's Mission

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?

(b) Job Knowledge (2 series). This category contains information that will prepare individuals to understand the various functional areas within the MEPS. See sample below.

5201.1 *Prepare and Execute the Command Budget*

- 1-1. Electronically submit MEPS budget.
- 1-2. Estimate and formulate the monthly obligation plan (MOP) for each activity group by element of resource (EOR) and account processing code (APC).
- 1-3. Monitor execution to ensure 100 percent obligation of funds.

(c) Task Certification (3 series). This category contains the tasks required to ensure certification in the various functional areas. See sample below.

5301 *Demonstration*

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Estimate and formulate the monthly obligation plan (MOP) for each activity group by element of resource (EOR) and account processing code (APC).
- 1-2. Prepare briefing and deviation analysis and report excess/shortages as soon as they are known to MEPS commander and HQ USMEPCOM.
- 1-3. Establish and monitor automated commitment ledger database Commitment Accounting System (dCAS).
- 1-4. Produce status reports.
- 1-5. Query Army Standard Information Management System (ASIMS) for status of obligations in Standard Army Finance System (STANFINS)

1-6. Reconcile dCAS to STANFINS and file monthly reports as backup.

Initials Date

Task 5301 completed:

(3) Third and fourth digits. The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The number of primary task will not exceed the number "99" (e.g., 22**99**). See sample of a primary task identifier number and its title below.

Third and Fourth Digits/Primary Task

xx**01**/(Primary task title)

(4) Fifth and sixth digits. The fifth and sixth digits following a decimal point are required only when the primary task has a subtask. A subtask is an extension of a primary task. See sample below.

Fifth and Sixth Digits/Subtask

xxxx.**10** (Subtask title)

b. Component paragraphs. These are the paragraphs that are contained under the task identifier number. They consist of the tasks the trainee needs to know and/or demonstrate.

5. Training coordinator

Training coordinators are responsible for assisting section supervisors in administering the appropriate MEQS handbook. Tasks may include distributing the MEQS handbook, maintaining individual training folders, assisting trainees, and meeting with the section supervisors to ensure the program is updated as required.

6. Section supervisors

Section supervisors play an extremely important role in the success of the Command Training Program. If the supervisor administers MEQS with insight, he or she will find that the MEQS is a helpful tool that can fit into the overall training plan effectively. Supervisors will assign their personnel a specific task(s) to complete. The supervisor is responsible for tailoring MEQS to fit each section and the command's need. The supervisor should provide motivation to their personnel by assigning goals and following the trainees' progress.

7. Trainee

The trainee is responsible for complying with training schedules and following instructions from the supervisor and authorized trainers. He or she must become proficient in his or her assigned task(s) in a timely manner.

8. Cross training. There will be times when you will receive training in other areas of the MEPS to help fill manning shortages. For example, a medical technician may have to assist at the control desk, or a military processing clerk may have to conduct the ortho/neuro exercises. Instead of issuing the appropriate

MEQS handbook, the section supervisor, or authorized trainer, will provide copies of the tasks and Certification Sheet for that task(s). You need only cross train on those tasks necessary for the job. For example, a military processing clerk doing ortho/neuro exercises only needs to qualify on those applicable tasks on the Certification Sheet.

9. Periodic progress reviews

Section supervisors conduct periodic progress reviews throughout the year to ensure the individual is accomplishing his or her assigned task(s). Failure to meet progress goals are addressed through individual counseling sessions. Section supervisors will conduct periodic progress reviews.

10. Progress Summary Sheet

Supervisors, or authorized trainers, use the Progress Summary Sheet to annotate the dates the trainee satisfactorily completed the assigned task(s). The Progress Summary Sheet may also be used to document sustainment/refresher training.

11. Certification Sheet

After the trainee completes all assigned task(s), the supervisor completes the Certification Sheet. The supervisor forwards the Certification Sheet and the Progress Summary Sheet to the MEPS' training coordinator. MEPS' training coordinator (normally the first sergeant) files the sheets in the individual training file.

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BASIC KNOWLEDGE

5101 *USMEPCOM's Mission*

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1
- c. USMEPCOM Memo, 14 August 1996, Red Carpet Program

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?
3. Where is sector headquarters located?
4. Who is the sector commander?
5. Who is the sector Command Sergeant Major?
6. What is the Interservice Recruiting Committees function?
7. What is the Midlevel Interservice Recruiting Committee Function?
8. Define Modular and same day Processing and give their purpose.
9. What is the Privacy Act and how does it relate to processing at the MEPS?
10. Describe your MEPS applicant dress code.
11. Explain the purpose and basic concepts of the Red Carpet Program.
12. Explain the relationship of USMEPCOM in the accession triad.

5102 *Quality Control*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-4

- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 611-3
- f. USMEPCOM Reg 680-1
- g. USMEPCOM Cir 20-1
- h. MEPS' Quality Control SOP

1. Explain the purpose of quality control (QC)?

2. Explain the responsibilities of the following in the performance of QC:

- | | |
|------------------------------|----------------------------------|
| a. Control desk – Medical | f. Preenlistment Interview (PEI) |
| b. Control desk – Operations | g. Test proctor |
| c. Files room | h. System support personnel |
| d. Quality review process | i. Test administrator |
| e. Packet breakdown | j. Transportation |

3. Explain the purpose of the following MIRS products and their importance to QC:

- a. USMEPCOM PCN 714ADP - Processee/Enlistee Record
- b. USMEPCOM PCN ZHM093 - Prior Record Roster
- c. USMEPCOM PCN ZHM121 - Mini-Database Query
- d. USMEPCOM PCN ZHM081 - Medical Roster
- e. USMEPCOM PCN ZHM089 - Prior Service Verification/Projected DEP Purge Report
- f. USMEPCOM PCN ZHM103 - Purge Roster

4. Define PAMDAHO in terms of MIRS and its purpose.

5. Define the following record identification types:

- | | |
|------|------|
| a. 1 | e. 5 |
| b. 2 | f. 6 |
| c. 3 | g. 7 |
| d. 4 | |

6. Explain the purpose of the DD Form 1966/4, Parental Consent Form.

7. Explain when signature verification is required.

8. Explain the following MIRS type codes:

- | | |
|------|------|
| a. A | d. J |
| b. B | e. K |
| c. E | f. M |

9. Define the following MIRS status codes:

- | | | |
|------|------|------|
| a. A | g. H | m. N |
| b. B | h. I | n. P |
| c. C | i. J | o. R |
| d. D | j. K | p. V |
| e. E | k. L | q. Z |
| f. G | l. M | |

10. Explain the purpose of your MEPS quality control program.

5103 *Aptitude Testing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 680-1

- 1. Explain the purpose of Armed Services Vocational Aptitude Battery (ASVAB) testing.
- 2. Describe the two ASVAB testing programs.
- 3. What constitutes a “G” status?
- 4. What is DOD's qualifying ASVAB score for the following:
 - a. Nonapplicants.
 - b. Nonprior Service applicants.
 - c. Prior Service applicants.
 - d. Mobilization applicants.
- 5. Explain the validation period of the ASVAB test.
- 6. Explain the time requirement for retesting, initial and retests.
- 7. Explain the purpose of the Mobile Examining Team (MET) sites and how many your MEPS is responsible for.

8. Describe the purpose of the special purpose tests and under what conditions are they given.
9. Describe the affect an invalid test has on applicant processing.
10. Describe the events leading to a test control officer (TCO) interview and the affects on applicant processing.
11. Describe the responsibilities of the test proctor and under what conditions he or she is required.
12. Describe the purpose and importance of USMEPCOM Form 714A-E (Request for Examination).
13. Explain the ASVAB retesting policy.

5104 *Medical Examination*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8

1. Explain the purpose of the medical examination.
2. Describe the basic components of a full physical examination.
3. Explain the validation period of a MEPS physical.
4. Describe the components of a physical inspection.
5. Explain when a physical inspection is required.
6. Describe the conditions which prevent applicants from being authorized physical examinations.

7. Which applicants are required to have drug and alcohol testing?
8. Explain the purpose of the parental consent on DD Form 1966/4 and when it is required.
9. Explain the purpose of medical prescreens and when they are required.

5105 *Operational Processing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 680-1

1. Explain the function of the Operations Section.
2. Explain the purpose and responsibilities of the following:
 - a. Control desk
 - b. Files room
 - c. MIRS
 - d. Packet breakdown
 - e. PEI
 - f. System support personnel (SSP)
 - g. Transportation
3. Explain the proper utilization of USMEPCOM Form 727-E (Processing List).
4. Explain the purpose of record retrievals and social security number (SSN) pulls.
5. Explain which Uniform Code of Military Justice articles are required to be read to applicants prior to entering the Delayed Entry Program .
6. Explain the procedures for removing files from the files room.
7. Explain the cut-off times for applicant processing through the Operations Section.
8. Describe the Reserve shippers briefing given by control desk personnel.

JOB KNOWLEDGE

5201 *Budget Assistant*

Reference: USMEPCOM Cir 20-1

5201.1 Prepare and Execute the Command Budget

- 1-1. Electronically submit the MEPS budget.
- 1-2. Estimate and formulate the monthly obligation plan (MOP) for each budgeted line item.
- 1-3. Monitor execution to ensure 100 percent obligation of funds.
- 1-4. Conduct continuous monitoring and comparison to MOP.
- 1-5. Prepare briefing and deviation analysis and report excess/shortages as soon as they are known to the MEPS commander and HQ USMEPCOM, Human Resources Directorate.
- 1-6. Establish and monitor the dCAS.
- 1-7. When a funding target document is issued to the MEPS, establish dCAS APC + EOR funding levels for annual and quarterly funds received.
- 1-8. Ensure fund availability, by proper and timely posting of all commitment/obligation and transactions. Transmit obligation transactions to Directorate of Network Operations-Indianapolis (DNO-IN) by transmittal. Tagging them as STANFINS input (S1) candidates in dCAS.
- 1-9. Produce status reports.
- 1-10. Query Army Standard Information Management System for status of obligations in STANFINS.
- 1-11. Reconcile dCAS to STANFINS and file monthly reports as backup.

- 1-12. Monthly validation of nonstock fund orders and payables listing by reviewing unliquidated obligation and make adjustments as needed.
- 1-13. Perform three formal joint reviews of nonstock fund mailing report to DNO-IN.
- 1-14. Certify funds availability for all transactions.
- 1-15. Maintain file of all original obligation documents.

5201.2 Process Payments

- 2-1. Verify invoices for accuracy.
- 2-2. Ensure all invoices/receiving reports are submitted to vendor payment Finance and Accounting Office (F&AO) within 4 working days of receipt of MEPS.
- 2-3. Upon receipt, date stamp all invoices to facilitate payments under the Prompt Payment Act.

5201.3 Account for Meals and Lodging

- 3-1. Input commitments into dCAS based on USMEPCOM Form 926-R-E (Invoice of Certification of Promotion for Meals and Lodging).
- 3-2. Verify USMEPCOM Form 926-R-E and input data in the meals and lodging program.
- 3-3. Set up a delivery order information into the meals and lodging program.
- 3-4. During August and September adjust commitments to actual meals and lodging used.
- 3-5. Prepare and process payment documents to F&AO.
- 3-6. Prepare end-of-month reports and USMEPCOM Form 926-R-E.
- 3-7. Post all transactions in the reimbursable dCAS ledger.
- 3-8. Reconcile the reimbursable dCAS ledger with STANFINS.

5201.4 Control of Payment for Civilian Medical Services

- 4-1. Input monthly obligation estimates and adjustments via dCAS and input current month accounting classification information in the automated MED program.
- 4-2. At the end-of-month receive export disk from the Medical section, import to budget program and reconcile with manual subsidiary.
- 4-3. Print month end reports and ensure all USMEPCOM Forms 37-1-E are accounted for.
- 4-4. Print DA Forms 3904-E (Public Voucher for Medical Examination) and obtain proper signatures from individual doctors providing service.
- 4-5. Process for payment.

5202 *Supply Technician*

Reference: USMEPCOM Reg 700-3

1. Answer all questions contained in USMEPCOM Reg 700-3 (Materiel Management and Supply Operations), appendix A; Command Supply Discipline Program Checklist (CSDP); and Command Logistics Evaluation and Assistance Program (CLEAP).

5203 *Personnel/Administration Clerk*

5203.1 Prepare/Coordinate Personnel Service Support

- 1-1. Prepare and submit personnel actions.
- 1-2. Prepare for an Army promotion board.
- 1-3. Prepare correspondence for signature.
- 1-4. Prepare recommendations for awards.
- 1-5. Prepare requisitions for blank forms.
- 1-6. Prepare and submit military leave requests.

- 1-7. Prepare and submit officer and enlisted performance reports.
- 1-8. Deliver accountable mail.
- 1-9. Establish a functional filing system IAW AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).
- 1-10. Inprocess/outprocess personnel.
- 1-11. Prepare requests for compassionate reassignments.
- 1-12. Pick up and deliver section mail.
- 1-13. Maintain the Personnel Information Roster (PIR).
- 1-14. Provide personnel, administrative, and Uniform Code of Military Justice support to assigned personnel.
- 1-15. Type and distribute letters, memorandums, and other official documents.

5203.2 Administer the MEPS Sponsorship Program

- 2-1. Identify incoming personnel.
- 2-2. Assign sponsors.
- 2-3. Forward welcome letters from the MEPS commander.
- 2-4. Forward qualification letters to losing commanders.
- 2-5. Upon arrival of Service members, ensure sponsors perform duties required.
- 2-6. Prepare and submit personnel actions.
- 2-7. Prepare for an Army promotion board.

- 2-8. Prepare correspondence for signature.
- 2-9. Prepare recommendations for awards.
- 2-10. Prepare requisitions for blank forms.
- 2-11. Prepare and submit military leave requests.
- 2-12. Prepare and submit officer and enlisted performance reports.
- 2-13. Deliver accountable mail.
- 2-14. Establish a functional filing system.
- 2-15. Inprocess/outprocess personnel.
- 2-16. Prepare requests for compassionate reassignments.
- 2-17. Pick up and deliver section mail.
- 2-18. Maintain the PIR.
- 2-19. Provide personnel, administrative, and UCMJ support to assigned personnel.
- 2-20. Type and distribute letters, memorandums, and other official documents.

CERTIFICATION**5301 *Budget Assistant***

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 5101 through 5105

Duties: 5201

5301.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Complete the Inspector General Checklist in USMEPCOM
Cir 20-1, appendix D, and file in your training folder.

Initials

Date

Task 5301 completed: _____

5302 *Supply Technician*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 5101 through 5105

Duties: 5202

5302.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Complete the management control checklist in USMEPCOM Reg
700-3, appendix F, and file it in your training folder.

Initials

Date

Task 5302 completed: _____

5303 *Personnel/Administration Clerk*

Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 5101 through 5105

Duties: 5203

5303.1 Demonstration

Place a ✓ mark or
your initials as you
complete a subtask

- 1-1. Prepare and submit a personnel action.
- 1-2. Prepare a correspondence for signature.
- 1-3. Prepare a recommendation for an award.
- 1-4. Prepare a requisition for a blank form.
- 1-5. Prepare and submit officer and enlisted performance reports.
- 1-6. Deliver accountable mail.
- 1-7. Prepare a request for a compassionate reassignment.
- 1-8. Pick up and deliver section mail.
- 1-9. Forward a welcome letter from the MEPS commander.
- 1-10. Forward a qualifications letter to the losing commander.

Initials Date

Task 5303 completed: _____

PROGRESS SUMMARY SHEET

Page ____ of ____

NAME: _____ GRADE/RANK _____

BASIC KNOWLEDGE**DATE COMPLETED**

5101 USMEPCOM's Mission

5102 Quality Control

5103 Aptitude Testing

5104 Medical Examination

5105 Operational Processing

JOB KNOWLEDGE

5201 Budget Assistant

5202 Supply Technician

5203 Personnel/Administration Clerk

CERTIFICATION SHEET

NAME: _____ GRADE/RANK _____

The individual named above, has satisfactorily completed the task(s) in the following MEQS areas shown below.

	Date	Initials
5301 Budget Assistant	_____ / _____	
5302 Supply Technician	_____ / _____	
5303 Personnel and Administration Clerk	_____ / _____	

CERTIFICATION: The individual above has satisfactorily completed the task(s) orally and/or in writing, in the area(s) indicated above. The supporting Progress Summary Sheet is attached.

Supervisor's signature	_____ / _____	Date
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